



## MEMORANDUM

**TO:** Superintendents, Principals, and Title II, Part A Contacts  
**FROM:** Deborah J. Yates, Title II, Part A Grant/HQT Specialist  
**DATE:** November 12, 2010  
**SUBJECT:** HQT Requirements for 2010-2011 School Year

Please route this memo to the appropriate personnel.

### Critical Reminders:

1. Under “No Child Left Behind” (Elementary and Secondary Education Act), **ALL TEACHERS who teach Core Academic Subjects must be verified as “Highly Qualified.” NCLB defines Core Academic Subjects as the following: English, reading or language arts, math, science, economics, civics and government, history, geography, fine arts (music and visual arts only), and foreign language.**
2. **“Highly Qualified” Requirements:**
  - a. Teachers must hold at least a **bachelor’s degree**; **AND** be **fully licensed** to teach in the Core Academic Subject(s) that they are assigned to teach **OR** hold a Transition to Teaching permit.
  - b. Teachers must have **verification of content knowledge** for each Core Academic Subject that they are assigned to teach. This means they must have **ONE** of the following for each Core Academic Subject:
    - i. Praxis II passing score for each Core Academic Subject
    - ii. NTE (National Teachers Exam) specialty exam passing score for each Core Academic Subject
    - iii. National Board for Professional Teaching Standards Certification for each Core Academic Subject
    - iv. Have at least 24 hours in the Core Academic Subject content area (Secondary Teachers)
    - v. Hold a bachelor’s or master’s degree in the Core Academic Subject (Secondary Teachers)
    - vi. Highly Qualified Verification form from another state
    - vii. Have 100 points on the Indiana HOUSSE (**ONLY IF HOUSSE WAS COMPLETED PRIOR TO THE CLOSE OF THE 2006-2007 SCHOOL YEAR AND THE TEACHER HAS NOT CHANGED EITHER**

## TEACHING ASSIGNMENT OR SCHOOL DISTRICTS SINCE THEN)

3. **For every teacher listed as “Highly Qualified” on the Certified Position Report, a “Highly Qualified” Verification Form MUST be kept in a central location at the district office.** The acceptable documentation to be retained on file to demonstrate **BOTH** aspects of Highly Qualified Teacher status (see #2(a) and #2(b) above) contains the following:
- a. A completed HQT Verification Form (beginning in 2010-2011 school year)
  - b. Copy of valid Indiana instructional License OR print-out of a valid Indiana instructional license from the [Educator License Lookup](#) with applicable Core Academic Subject and setting.
  - c. **ONE** of the following for **EACH** Core Academic Subject:
    - i. Copy of PRAXIS II scores
    - ii. Copy of NTE specialty exam scores
    - iii. Verification from IDOE of HQ status based on PRAXIS II or NTE specialty exam
    - iv. Copy of transcript(s) with at least 24 related credit hours awarded (Secondary teachers only)
    - v. Copy of transcript(s) with a graduate degree awarded
    - vi. Copy of National Board for Professional Teaching Standards Certification
    - vii. Highly Qualified Verification Form from another state
    - viii. Copy of completed HOUSSE rubric AND required documentation (**ONLY IF HOUSSE WAS COMPLETED PRIOR TO THE CLOSE OF THE 2006-2007 SCHOOL YEAR AND THE TEACHER HAS NOT CHANGED EITHER TEACHING ASSIGNMENT OR SCHOOL DISTRICTS SINCE THEN**)

Please refer to the [Documenting Teachers’ Highly Qualified Status](#) guidance document on the [www.doe.in.gov/hqt](http://www.doe.in.gov/hqt) site when demonstrating “Highly Qualified Teacher” status.

Please also refer to the Highly Qualified informational brochure also located on the [www.doe.in.gov/hqt](http://www.doe.in.gov/hqt) site.

Please direct any questions or follow up to the Title II, Part A Grant/HQT Specialist, Debbie Yates.

[dyates@doe.in.gov](mailto:dyates@doe.in.gov) 317-234-0215